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GATES NEWS NETWORK

Public Library Funding & Technology Access Survey

The ALA/UMCP survey is now open and ready for libraries to enter data! The web address to access the survey is:

<http://www.plinternetsurvey.org>

When you reach the site, information about the survey can be displayed by clicking items on the list above the "Complete the Survey" button.

Toward the bottom of the page is a link to print a "PDF version" of the survey to prepare the library's answers on paper before entering them online.

To begin the survey:

- Click on the **Complete the Survey** button
- Enter the library's NCES Code
- Click the **Begin Survey** button

Be sure to click the **Verify Survey Completion** button when the survey has been completed. The survey **closes November 6** so it is important to work on it **now through October!**

If you have any questions, please call or e-mail Jean Morrison at the State Library!

November 4 & 5—PLA "Turning the Page" Symposium **Registration ends October 9!**

We are very excited about meeting most of the Missouri Gates Grant recipient library staff, and also welcoming the participants from Hawaii and Vermont to the St. Louis PLA gathering!

Dress is casual, and we are inviting everyone to wear Hawaiian shirts, skirts, or dresses on November 4.

Please work with neighboring libraries on your list of Gates Grant recipients in Section 1 of your Administration manual to organize carpool transportation to St. Louis if you need a ride.

See the Q & A on page 2 for additional information. Registration information. Registration ends **October 9, 2009** so register soon!



Marceline Carnegie Library, Marceline

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Deadlines:

Register for Turning the Page by October 9, 2009

Complete the ALA/UMCP survey by November 6

Attend the Turning the Page symposium on November 4-5

Fax or mail the 2009 Requirements Verification Form by December 15

Fax or mail the Matching Funds Verification Form before March 1, 2010

Turning the Page Q&A

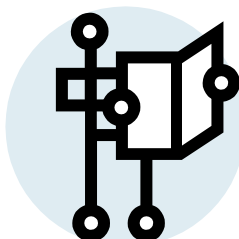
Q: Where do I go to register for the **Turning the Page** symposium?

A: The web site to register is:

<http://www.sustaininglibraries.org> and the conference code is 56123 for the St. Louis Conference. **Registration closes on October 9.**

Q: The **registration** form asks how many nights I want to stay, what nights are they?

A: If you will be arriving the evening of November 3 (the first session starts early in the morning on November 4), you will select two nights (November 3 & 4). If you live near the hotel and plan to drive in the morning of November 4, you would choose second night only.



Q: What are my travel options?

A: PLA will reimburse the cost for train, bus, van or personal car (mileage at a rate of \$.55/mi).

- Travel by air can be reimbursed only if it is less than car mileage.
- If arriving by public transportation, you can be reimbursed for travel by city bus, tram/train, taxi, or hotel shuttle (if a charge is assessed).
- Groups that wish to arrange chartered van or bus service to attend should make arrangements with the carrier, then give PLA the information so PLA can work with the carrier to process direct payment rather than the library incurring the cost.

Q: My trip is very long, if I leave at 3:30 on November 5, will I be reimbursed for a hotel on the way home if it is getting too late?

A: If your trip is over 5 hours or the driver has a vision problem that does not allow driving after dark, you will be reimbursed for a room along your route home the evening of November 5. Keep food receipts.

Q: How will we be able to be reimbursed—where is the form?

A: When you arrive at the hotel on November 3 or early on November 4, you will go to the PLA

registration table, there you will receive a packet of symposium material, which will include an Expense Report to give to PLA. If you have any questions about what is reimbursable, you can ask the PLA representatives at the table.

Q: What is the dress code for the symposium?

A: Dress is casual—remember the Hawaiian dress for November 4!

Q: If I can't find anyone at the library to attend in person, do I lose the grant?

A: No, after the symposium is over, everyone will receive a link to a recorded version of the symposium. All grant recipient libraries are required to either attend in person or view the recording—either qualifies as having attended. If you do not attend or complete the recorded version, your participation in the grant ends.

Q: If I like the symposium material, is there a way for some of my staff to get copies?

A: The recorded version of the symposium can be viewed by anyone so you can have additional library personnel, board members, Friends of the Library group members or anyone else you feel would benefit from viewing the material online.

Q: Where can I get a copy of the schedule?

A: When you reach the login page and click on Conference Registration, before you enter the code, at the bottom of the page, you will see a link to the conference schedule.

Q: Do I need to call the hotel and make my reservation?

A: No, PLA has a block of rooms reserved and will assign one to you when you come to the registration table.

Q: Will everyone have his or her own room or will they be shared?

A: Rooms are assigned one person to a room. You may share a room if you wish, such as two spouse attendees or family members.

Q: Can I bring my spouse and children?

(Continued on page 3)

Turning the Page Q&A (Continued)

(Continued from page 2)

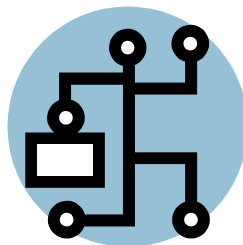
A: Yes, a spouse and children can come and stay in your room with you. The only stipulation is that they should not eat the food intended for symposium participants because the amount of food purchased is based on participant numbers. PLA does not want a participant to not have food due to someone taking food for family members. Also, even if your family is with you, you are required to attend your sessions, they may not attend sessions with you unless the family member is a participant (attending as library staff, board member, Friends member, etc).

Q: How do I verify mileage to St. Louis?

A: PLA requires a map from Google Maps, MapQuest, Rand McNally Maps, or another map showing the distance. The miles on the map is the number of miles reimbursed at the Federal rate of \$.55 per mile.

Q: Who will be attending from the State Library?

A: Jean Morrison, Technology and Electronic Resources Consultant and Maria Hines, Library Administration Consultant—if you have any questions for either of them, be sure to bring them along! There will be a Q & A session that will include Jean Morrison during the symposium.



Q: What is the next thing due to be sent to the State Library?

A: There are two forms that can be submitted after completing the symposium. 1. The 2009 Requirements Verification Form verifies you have attended the **Turning the Page** symposium and completed the “ALA/UMCP survey” 2. The 2010 Matching Funds Verification form verifies you have the matching funds for Phase I in hand. Once these two forms are submitted to the State Library, we will begin processing your Phase I Gates award.

Q: I have multiple eligible branches and would like to move a few of the computers we will be receiving to another branch. Can I still move them?

A: If you have good justification—not enough floor space for all of the awarded computers—the Gates Foundation may consider allowing the computers

to be moved, but they are very reluctant to do so without good justification.

Q: What do I do with the old Gates computers I will be replacing with the new ones?

A: Your library’s computers belong to your library. You should follow established board procedures for disposal of your old equipment. It is hoped that you will dispose of them in an environmentally friendly manner such as recycling.

Q: Why should I go to the symposium in person?

A: This is an all-expenses-paid professional development opportunity. It is an exciting training that makes you feel revitalized and gives you real tools and strategies that you can take home with you!

This is also a great opportunity to network with other library staff, pick up pointers, and get to meet other directors from similar sized libraries who face the same challenges.

If questions come up during the symposium, please ask at the PLA registration desk.

More State Library Technology Grants!

The State Library offers LSTA (Library Services and Technology Act) grants that include:

- **Technology Ladder** that can be used to upgrade services and provide funds for large technology projects
- **Technology Mini-Grant** that can be used for technology projects costing between \$500 and \$19,000
- **Website Makeover** that can be used to create a website or upgrade an existing library website
- **Excellence in Library Service** that Grants libraries funds to contract with a training expert with a skill or knowledge that would help the library to better serve its community.

Information on these and more LSTA grants is available at: <http://www.sos.mo.gov/library/development/grants.asp>

What's Next??

2009 Requirements Verification Form Deadline—December 15, 2009

Verify attendance at PLA **Turning the Page** symposium* and completion of the ALA/UMCP Funding and Technology Access Survey by completing the **2009 Requirements Verification** form in Section 2 of the Gates Grant Administration manual.

Fax the completed and signed form to the State Library at 573-751-3612 by December 15, 2009.

***Remember:** If you did not attend the Turning the Page symposium, you must view the recorded version online when it becomes available soon after the symposium ends on November 5.

What's a Librarian Substitute?

The State Library wrote two programs into the Gates Foundation Grant, one of them is the Librarian Substitute program, the other is the Tech Buddy program.

The Librarian Substitute program provides funding for a person to be hired by the library to work at the library during the **Turning the Page** symposium. Therefore, the library can continue to provide quality service to patrons while staff are out of town without using scarce library funds.

To qualify for the Librarian Substitute program, a library must have fewer than five FTE on staff. Funding is provided through the Gates Administration Budget given to the State Library, so no library's grant funds are affected by the program.

Annual library survey data were used to determine if a library qualified for the program. For qualifying libraries, the agreement in Section 2 of the Gates Grant Administration manual was adjusted to reflect the inclusion of this program on the cover page and in various sections where additional text was necessary to define the program. Qualifying libraries will also find a time sheet in the Administration manual under Section 6 that is to be used to report librarian substitute time for payment.

After the Turning the Page symposium, the time sheet is faxed or mailed to the State Library and payment is made to the library at the rate of \$10 per hour for up to 24 hours of coverage. For questions about these programs, please contact Jean Morrison or Barbara Reading at the State Library.

Matching Funds Verification Form Deadline—March 1, 2010

The last step before receiving your Phase I computer funding from the Gates Foundation grant is verification that the library's matching funds are in hand. Reporting is done on the Matching Funds Verification—2010 (Phase I) form, which is in Section 3 of the Gates Grant Administration manual (and available on the web site: http://www.sos.mo.gov/library/development/grants/Gates_Grant.asp).

A library can complete this form as soon as the money has been raised, there is no need to wait until the deadline to fax or mail it. If you currently have the money, complete the form and fax or mail it to Jean Morrison at the State Library.

When all verifications have been received, the State Library will send certifying documents to the recipient libraries. Funds will be processed when the State Library receives these signed certifying documents.

Who is a Tech Buddy?

A Tech Buddy is a large library that is given a stipend from the Gates Grant Administration Budget to mentor small libraries that are Gates Grant recipients.

The role of the Tech Buddy library is to mentor the staff at the smaller libraries in technical areas.

The Tech Buddy is available by telephone to assist with networking, computer resource, or other technical questions. The Tech Buddy can assist with purchasing questions, installation of computers, and adding the new computers to the TechAtlas in a mentoring role. They are also funded for a trip in 2010 and 2011 to each of their supported libraries.

A Tech Buddy is to assist the mentored staff by training them on the use of the new equipment.

This program was designed to save small libraries from the cost of hiring a private company to provide technical services with Gates Foundation funds.

Missouri has six Tech Buddy libraries: Adair County Public Library, Dunklin County Library, Farmington Public Library, Little Dixie Regional Libraries, Poplar Bluff Public Library, and Springfield-Greene County Library District.